

### Employment

House ethics laws and rules forbid my office from providing recommendations or forwarding resumes for

#### - Federal Jobs

Although many Federal [agencies fill their jobs](http://www.usajobs.gov) This website has other by self following app, cards to contact

- One federal agency that is hiring in anticipation of the 2010 Census is the U.S. Census Bureau. You
- 
- B e a citizen of the United States
- Sp eak and write English well.
- Pass 30 minute written test.
- B e willing to work days, evenings, and weekends.
- B e able to persuade people to participate in surveys.
- H ave a car, valid driver's license, and private telephone line.
- C omplete an Employment Eligibility Verification Form, I-9, if hired.
- More information can be found at their website: <http://www.usajobs.gov>

[html](http://www.usajobs.gov)

### State Jobs

- In most cases there are [many ways to qualify for state civil service](http://www.scsc.pa.gov) Job Openings. Applications accepted
- The first step for applicants interested in any state civil service position is to take the civil service exam
- Applicants are also encouraged to apply online by accessing the SCSC Web site. Under the "Apply" link
- Strawberry Square Complex  
320 Market Street, P.O. Box 569  
Harrisburg, PA 17108  
Phone (717) 783-3058

- T here are a range of jobs available at this time through the SCSC that may

### Career

### OneStop

- Sponsored by the U.S. Department of Labor, this site provides tools to help job seekers, students,
- For information about jobs, training, and career resources call 1-877-872-5627
- One-Stop Career Centers [www.one-stop.gov](http://www.one-stop.gov) can help you look for work and offer classes like resume writing. To locate a One-Stop Career Center, visit <http://www.one-stop.gov>
- For employment, training, and financial help, visit <http://www.one-stop.gov> or call 1-877-872-5627

### Workforce Investment and Office of Employment and Training

- The Office of Employment and training provides services through the Workforce Investment Act. T
- 9 South 69<sup>th</sup> Street  
3<sup>rd</sup> Floor  
Upper Darby, PA 19082  
Phone (610) 713-2239

### Pennsylvania

### Career Link

- You may request a hard-copy packet of information about services, including Labor Market and Un
- You can visit their website at <https://www.pa-careerlink.org>
- PA Careerlink Delaware County at Chester  
701 Crosby Street, Suite B  
Chester, PA 19013-6043  
Phone (610) 723-6000  
Phone (610) 447-3350
- PA Careerlink Delaware County at Media  
901 Media Line Rd. Delaware County Community College  
Media, PA 19063-1027

### Green Jobs

- Americangreenjobs.net focuses on bringing together government, business, academic, and non-profit organizations.
- A Philadelphia-wide Green Jobs apprenticeship program is also being developed.
- For more information on [the Sustainable Business Network](#) (215) 922-7400.

### Other Organizations

- A local non-profit organization, [PathwaysPA](#), provides services and advocacy for people with disabilities.
- New Choices/New Options at Delaware County Community College's Maple Campus assists people with disabilities.
- For seniors, contact the Senior Community Service Employment Program (SCSEP), a community-based program.
- John Michael Hall, Secretary

Attention: Rocco Claroni, Aging Services Specialist

Pennsylvania Department of Aging

555 Walnut Street, 5th Floor

Harrisburg, PA 17101-1919

Ph: (717) 783-6207

Fax: (717) 783-6842

E-mail: [rclaroni@state.pa.us](mailto:rclaroni@state.pa.us)

Website: [www.aging.state.pa.us](http://www.aging.state.pa.us)

### Employment

### Services for the Disabled

- Vocational Rehabilitation Services  
1875 New Hope Street  
Norristown, PA  
19401-3146

- [www.ssa.gov/work](http://www.ssa.gov/work)

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Social Security Administration

### Food Stamp Employment and Development Plan

- An approved recipient may receive the special allowances to pay for costs
- An approved EDP specifies the activities the recipient participates in for work
- The food stamp office must inform, in writing and orally, about special allowances

- Cautions

If you are looking for a job you might come across ads from employment agencies that promise

- Promises to get you a job and guaranteed income
- Upfront fees, even when you are guaranteed a refund if you are dissatisfied
- Employment agencies whose ads read like job ads
- Promotions of "previously undisclosed" government jobs. All federal jobs are

Work-At-Home Companies can also be dangerous. Be sure to ask questions such as:

- What tasks will I have to perform?
- Will I be paid a salary or will my pay be based on commission?
- Who will pay me?
- When will I get my first paycheck?

- What is the total cost of the work-at-home program, including supplies, equipment and membership?
- Some multilevel marketing plans are legitimate. However, others are illegal pyramid schemes. In particular, if you are thinking about joining what appears to be a legitimate multilevel marketing plan, be sure to do your research first.

## Workers Compensation

The information in this section is intended as a general guide for workers injured on the job. It includes information on how to file a claim, what to expect, and how to appeal a decision.

### State Claims

- **Overview**

If you sustain a job injury or a work-related illness, the Pennsylvania Workers' Compensation Act (AWCA) provides you with certain benefits.

- **Additional information and FAQ:**

<http://www.dli.state.pa.us/landi/cwp/view.asp?a=138&Q=58929>

- **State Contact:**

Bureau of Workers' Compensation

1171 S. Cameron St., Room 324

Harrisburg, PA 17104-2501

E-mail: [ra-li-bwc-helpline@state.pa.us](mailto:ra-li-bwc-helpline@state.pa.us)

(800) 482-2383, (717) 772-4447

- **Relevant PA Law:**

The WC Act is available <http://www.PA.DepartmentofLaborandIndustry'sWebsiteat-213727>

Copies may also be purchased at the State Bookstore of PA, Plaza Level, Commonwealth Keystone Center.

- **Other Accommodations**

If you require a special accommodation to participate in a hearing due to a physical impairment, or mental impairment, you should contact the Bureau of Workers' Compensation at least 10 business days before the hearing.

### Federal Claims

- **Overview**

The Department of Labor's Office of Workers' Compensation Programs (OWCP) administers four m

- **Additional Information and Frequently Asked Questions** <http://www.dhs.gov/owcp/owcpbytopic.asp?topicID=10>

- **Contact**

U.S. Department of Labor  
200 Constitution Ave., NW  
Washington, DC 20210  
1-866-4-USA-DOL  
TTY: 1-877-889-5627

- **Other Benefits**

If the injury is very serious--one where you won't be able to work for a year or more--you may be eli

## Unemployment Compensation

- The PA Department of Labor and Industry (DOLI) oversees Pennsylvania's Unemployment Comp

- **Contact:**

Pennsylvania State Director of U.S. Dept of Labor Employment and Training Thomas Bydlon State  
USDOL/ETA/OA Federal Building  
228 Walnut Street Room 356  
Harrisburg, Pennsylvania 17108  
717-221-3496

- **Pending Applications:**

If you have filed an application for UC benefits within the last year, and have a specific question abo

- UC Service Center telephone services are available from 7 a.m. to 8:30 p.m. each work day and S

- **Prospective Applications:**

If you have not filed an application for UC benefits within the last year, and have general questions

- **State Extended Benefits (EB)**

Extended Benefits are additional weeks of unemployment compensation payable to qualified worke

- Extended benefits are payable to qualified individuals only after they have exhausted all rights to re
- During a High Unemployment Period, additional weeks of Extended Benefits are available for a lim
- State Employees Retirement System go online to [www.sers.state.pa.us](http://www.sers.state.pa.us) For Employment related
- U.S. Department of Labor Employment and Training Administration Information that follows is from

## Federal

- **Emergency Unemployment Compensation (EUC): Tier 1 and Tier 2**

Federal law provides for the payment of up to 20 weeks of Emergency Unemployment Compensation

### Other Resources

- Senior Community Service Employment Program (SCSEP) for seniors age 55 or over, unemployed

### Minimum Wage Information

<http://www.dli.state.pa.us> .

- **Bureau of Labor Law Compliance Minimum Wage Law Summary:**
- Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Minimum Wage Act
- The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees
- Overtime Rate: Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a week
- Minimum Wage Rate: \$7.15 per hour Effective July 1, 2007. \$7.25 per hour Effective July 24, 2009
- Tipped Employees: An employer may pay a minimum of \$2.83 per hour to an employee who makes regular tips
- Keeping Records: Every employer must maintain accurate records of each employee's earnings and hours worked
- Penalties: Failure to pay the legal minimum wage or other violations may result in payment of back wages and civil penalties
- Exemptions: Overtime applies to certain employment classifications
- Special Allowances for: Students, learners and people with disabilities upon application only.
- Training Wage for Employees Under 20 Years Old: \$5.85 per hour Effective July 24, 2007, \$6.55 per hour Effective July 24, 2009
- Employees of Businesses with the Equivalent of 10 or Less Full-Time Employees: An employer with 10 or fewer full-time employees is exempt from the minimum wage and overtime requirements
- Exemptions from Both Minimum Wage and Overtime Rates
  - Labor on a farm
  - Domestic service in or about the private home of the employee
  - Delivery of newspapers to the consumer
  - Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the publication is not for profit
  - Bona fide executive, administrative or professional capacity, (including academic administrative personnel)
  - Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists
  - Golf caddy
  - In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age
  - In employment by a public amusement or recreational establishment, organized camp, or religious organization
  - Switchboard operator employed by an independently-owned public telephone company which has no other employees
  - Employees not subject to civil service laws who hold elective office or are on the personal staff of a member of the legislature
- Allowances
  - Wages paid to any employee may include the reasonable cost to the employer of board, lodging and other allowances
  - Board: Food furnished in the form of meals on an established schedule.
  - Lodging: Housing facility available for the personal use of the employee at all hours.
  - Reasonable Cost: Actual cost, exclusive of profit to the employer or to anyone affiliated with the employer

- Exceptions From Minimum Wage Rates
  - Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Department of Labor
  - Learners: 40 hours a week. Maximum eight weeks
  - Students: Up to 20 hours a week. Up to 40 hours a week during school vacation periods
  - Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage
- 
- Exemptions from Overtime Rates
  - A seaman
  - Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, or motor vehicles
  - Taxicab driver
  - Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications for
  - Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in the city
  - City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area
  - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the nearest city or town of 100,000 population or more
  - Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
  - Employment by a motion picture theatre

### More Resources

**Local:** For Questions/Complaints in Montgomery, Chester and Philadelphia

- Philadelphia District Office  
1103 State Office Bldg.  
1400 Spring Garden St.  
Philadelphia, PA 19130  
Phone: 215-560-1858  
or 1-877-817-9497

**State:** Additional information about the Minimum Wage Act from the state can be found at: <http://www.mwact.org>



**Federal:** U.S Equal Employment Opportunity Commission  
<http://www.eeoc.gov> .

- 131 M. Street, NE Fourth Floor  
Suite 4NW02F, Washington  
DC 20507-0100  
1 800 669 4000  
TTY 1 800 669 6820  
[info@eeoc.gov](mailto:info@eeoc.gov)
  
- Philadelphia District Office  
801 Market Street  
Suit 1300, Philadelphia, Pa 19107-3127  
1 866 408 8075  
Fax 215 440 2606.

